

# Department of Early Learning

## 10.5.1

### Background Check Verification Procedure

1. The Department of Early Learning (DEL) Licensing staff will compare a list of staff associated with a license from the DEL Background Check Form with a list of employees, volunteers and others associated with the license provided by the licensee.
2. Licensing staff must record child care center and family home employee's first and last names on licensing checklists or utilize a list from the provider, when reviewing personnel files on licensing and monitoring visits.
3. If child care employees, volunteers and others associated with the license do not have a background clearance or evidence of one in progress, licensing staff will check for documentation of background check submission.
4. If the licensee cannot provide documentation of background check submission (and the staff persons are on-site at the time of the visit), the background check form will be completed immediately and given to the licensor. A compliance agreement will be completed and issued.
5. If the licensee cannot provide documentation of background check submission (and the staff persons are **not** on-site at the time of the visit), licensing staff will issue a compliance agreement requiring submission of background checks within seven (7) days. The compliance agreement will note that staff will **not** have unsupervised access to children until their background checks have been cleared.
6. Licensing staff will follow up to verify the submission of the background check form within fourteen (14) days of the visit by checking the DEL Background Check Form for names of staff needing background check clearance.
7. For any repeat WAC violations of submission, timely submission or documentation of background check submission, licensors will issue a civil penalty. The amount of the civil penalty to be assessed will require approval from the regional Service Area Manager and will be consistent statewide.
8. Licensing staff are required to conduct personnel file reviews on child care staff whose files have not been reviewed in the previous licensing or monitoring visit

### Definitions

Others associated with the license: This includes principles of a firm, partnership, association or corporation, owners and directors of child care centers and family child care household members 16 and older.

Unsupervised Access: An individual will or may have the opportunity to be alone with a child in child care at any time for any length of time; and access that is not within constant visual and auditory range of the licensee, an employee authorized by DEL, nor a relative or guardian of the child in child care.